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11 October 1946

**MEMORANDUM TO: Executive for Personnel and Administration**

**SUBJECT: Washington Document Center**

1. As a result of the meeting held at ICAPS on 8 October 1946, reference the above subject, Colonels Perry and Haynes visited the Washington Document Center on 10 October. A discussion was held with the head Army and Navy Officers there as to organization, operations, and T/O requirements.

2. It is recommended that the following T/O be arranged for the period 1 December 1946 to 1 July 1947:

**a. Navy:**

Officers	10
Enlisted	7 (Including Waves)
Civilians	36 (Including 28 Officers who are to be converted to civilian status.)

**b. Army:**

Officers	20
Enlisted	50 (Including WACS)
Civilians	28

Any reduction in Officer or Enlisted strength from that stated above should be compensated for by an increase in civilian strength.

3. The following action is required to arrange for the above T/O:

**a. Navy:** Provision for the 10 Officers and 7 Enlisted; provision for conversion of 28 Officers to civilian status; provision for taking over the 8 civilians before 1 December 1946.

**b. Army:** Provision for the 20 Officers and 50 Enlisted; provision for extending the budget arrangements for the 28 civilians on and after 1 December 1946.

**c.** Provision for setting up any additional civilian jobs required by the reduction of any of the above Officer or Enlisted strength.

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**ICAPS**

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4. Immediate steps should be taken to make the necessary security checks on the personnel now available at the Washington Document Center to fill the recommended T/O.

5. It is recommended also that Major Chan be transferred immediately from the Washington Document Center to CIG (ORE). The services of an Officer entirely familiar with the Washington Document Center operations are required by ORE to expedite the transfer of Washington Document Center to CIG prior to 1 December 1946.

W. A. PERRY  
Colonel, G.S.C.

ORE/WAP/nem

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